



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EXECUTIVE STAFF ADVISOR

Job Number: 20001830

Job Code: 96160V000101

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support services to department head, cabinet head or executive director and provides technical management assistance to all organizational units within the agency; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of administrative or management experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional administrative, management or research experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews programs and management issues that cross division lines and makes a recommendation or reports to department head or cabinet head. Prepares briefing materials for department head or cabinet head to use in meetings within and outside of the agency. Reviews, analyzes, writes and monitors correspondence emanating from the office of the department head or cabinet head for accuracy and conformity with policies and procedures. Provides technical assistance to all organizational units on matters dealing with the administration of all operational regulations, policies and procedures. Evaluates routine, special and technical reports to monitor efforts to increase efficiency and effectiveness of agency activities. Acts as liaison between department head or cabinet head and other organizations. Serves as agency records officer. Synthesizes data from all organizational units as well as from statutes and federal regulations to develop and recommend establishment or modification of policies and procedures. Attends professional meetings and in service training sessions to update staff on policies and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.